



## Request for Qualifications

### General Information, Procurement Code, Background and Overview

The Colorado State Fair is seeking through this RFQ a concessionaire for the Horse Show Concession for the 2019 Colorado State Fair to be held August 23 – September 2, 2019 and non-fair related Horse Show events.

### Horse Show Concession Information

**Building** - The Horse Show Concession area is located on the north side of the fairgrounds in the Horse Show Arena area. The fully equipped building is approximately 20' x 20'. There are covered patios with some picnic tables and metal tables for seating provided.

**Food** - The captive audience in the Horse Show area expects quality food delivered quickly. The concessionaire is required to serve lunch, dinner, and alcohol. Breakfast is required at some events.

**2019 Colorado State Fair** – August 23-September 2. Hours of operation according to horse show events times and to be agreed upon in advance with the Horse Show Manager and Commercial Exhibits Director.

**2019 Off Season events** – Multiple off season events start in April and ending in October. The event sponsors and the Colorado State Fair will determine these dates and hours. Current schedule can be sent upon request.

**Commission** – For all events, the concessionaire is required to pay 25% of gross food sales and 30% of gross alcohol sales.

**Fair Guarantee** – A guarantee of \$3,000 is due to the Colorado State Fair with the signing of the State Fair contract (separate to the year-round agreement). Guarantee money applies to the percentage owed at the completion of the Fair. It is not an additional fee.

**Other Fair Fees** – The concessionaire is required to pay a \$500 utility fee and \$75 electrical inspection fee prior to the Colorado State Fair.

**Contract Length** – A one (1) to three (3) year contract may be offered.

### Insurance Requirements

General, Personal Injury, and Automobile Liability (including bodily injury, personal injury, and property damage) minimum coverages:

- \$1,000,000 each occurrence;

- \$1,000,000 general aggregate;
- \$1,000,000 products and completed operations aggregate; and
- \$50,000 any 1 fire.
- Workers' Compensation. Workers' compensation insurance as required by state statute, and employers' liability insurance covering all Contractor or Subcontractor employees acting within the course and scope of their employment.

**Previous 3 Year Gross Sales**

**2018**

Off Season (19 days)	\$19,212.60	State Fair	\$26,563.90	Total Year	\$45,776.50
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**2017**

Off Season (21 days)	\$31,301.18	State Fair	\$36,491.19	Total Year	\$67,792.37
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**2016**

Off Season (20 days)	\$20,042.64	State Fair	\$43,622.88	Total Year	\$63,665.52
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**Entertainment** – Any entertainment must be approved by Colorado State Fair Management in advance.

**Storage** – Before and after Fair storage of equipment and supplies must be approved by the Colorado State Fair Maintenance Department.

**Sponsors** – All concessionaires are required to use the official beverage and ice sponsors of the Colorado State Fair. It is requested that event sponsor products be sold for liquor sales.

**Procurement Code**

The Colorado State Fair Authority was created pursuant to 35-65-401(1) C.R.S. and is exempt from the Colorado Procurement Code pursuant to 24-101-105 (1) C.R.S. As such, this Request for Qualifications is EXEMPT from the Procurement Code and may not necessarily conform to the usual requirements for an RFQ, 24-103-203 C.R.S. Any references to the Procurement Code or its sections that may be found in this solicitation shall be considered for illustrative purposes only and not binding upon the State.

This RFQ will differ in certain and stated ways, and may not and is not required to explicitly spell out any differences, from the requirements of 24-103-203 C.R.S.

**Eligibility and Requirements**

The concessionaire must be able to:

- Serve quality food, including breakfast, lunch, and dinner items. Menu and prices must be included in proposal.

- Qualify for and obtain a liquor license (Approximate cost \$2,100 to obtain, approximately \$500 annually to maintain)
- Qualify for and obtain a restaurant license.
- Comply with Colorado State Fair insurance requirements.
- Comply with all Health Department regulations.
- Be operational for the 2019 off season (April-October) Horse Show events and the 2019 Colorado State Fair (August 23-September 2).
- Supply any commercial kitchen equipment (stoves, grill, refrigerator, freezer, etc) required for this venue that is not provided.
- Supply any beer dispensing equipment that is not provided for this venue.
- Supply tables and chairs that are not provided.
- Provide cash registers for recording of sales that comply with State Fair requirements.
- Use only beverages and ice sold by the Fair's sponsor.
- Provide documentation of previous experience.
- Meet all financial requirements concerning guarantees and fees.

#### **RFQ Schedule**

- RFQ Posted – January 11, 2019
- Proposals Due – February 1, 2019
- Proposal Evaluation – Week of February 4, 2019
- Anticipated Award – Week of February 11, 2019
- Anticipated Contract – Week of February 18, 2019

#### **How to Apply**

All proposals must be submitted by February 1, 2019. The requested information must be organized in the following order and contain the following information.

1. Experience (sample topics below)
  - a. Tell us about your business experience and the experience of anyone else who will be associated with you in this venture.
  - b. Tell us your achievements in the food/beverage industry.
  - c. What do you think the biggest challenge in being a concessionaire at the Colorado State Fair would be?
2. Concession Philosophy (sample)
  - a. Why do you want to become a part of the Colorado State Fair?
  - b. How do you perceive the Colorado State Fair customer?
  - c. How will you and your staff service the customer?
  - d. Can you handle high volume while continuing to maintain food quality and customer service?
  - e. What are your goals?
  - f. What makes your concession different or unique?

- g. What changes or improvements would you like to make to the Horse Show concession area?
  - h. How will you participate in adding value for the Colorado State Fair customer?
- 3. Concession Offerings
  - a. Menu and pricing

### **Submission**

All proposals shall be delivered to:

Devin Vaughn

Commercial Exhibits, Colorado State Fair

1001 Beulah Ave

Pueblo, CO 81004

(719) 404-2028

Proposals can also be hand delivered or emailed (in PDF format) to [devin.vaughn@state.co.us](mailto:devin.vaughn@state.co.us)

### **Evaluation and Selection**

The technical aspects of Proposals will be assessed based on the soundness of the concessionaire's approach and the concessionaire's understanding of the requirement. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful performance. The award will be made to the bidder whose proposal conforms to the RFP and is determined to be the most responsive, responsible, best value, and advantageous to the State of Colorado.

Oral presentations will not be held as part of the evaluation process. Proposals should be a concessionaire's best offer and include all relevant information necessary for a successful evaluation.

### **Evaluation Factors**

The evaluation factors, in no particular order, are:

- The concessionaire's minimum qualifications
- The proposal, including soundness of methods proposed to complete the project
- Experience
- Menu and pricing

## 2019 EVENTS IN HORSE SHOW COMPLEX

APRIL EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
4-H SAFETY CLINIC			3/30/2019	3/30/2019	NO CONCESSION NEEDED
APRIL EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
4-H CLINIC			4/6/2019	4/6/2019	NO CONCESSION NEEDED
ROPE THE ROCKIES US ROPING	4/12/2019		4/13/2019	4/14/2019	CONCESSION REQUIRED
4-H CLINIC			4/20/2019	4/20/2019	NO CONCESSION NEEDED
OPEN WEEKEND			4/26/2019	4/28/2019	WEEKEND IS OPEN FOR BOOKING
MAY EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
OPEN WEEKEND			5/3/2019	5/5/2019	WEEKEND IS OPEN FOR BOOKING
4-H SPRING SHOW	5/10/2018		5/10/2019	5/12/2019	NO CONCESSION NEEDED
COLUMBINE CLASSIC REINING HORSE SHOW	5/13-14/2019		5/15/2019	5/19/2019	CONCESSION REQUIRED
TEAM ROPING	5/23/2019		5/24/2019	5/27/2019	CONCESSION REQUIRED
JUNE EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
MT STATES WORLD SERIES TEAM ROPING	5/31/2019		6/1/2019	6/2/2019	CONCESSION REQUIRED
4-H SUMMER SHOW	6/7/2019		6/7/2019	6/9/2019	NO CONCESSION NEEDED
CO CLASSIC BARREL RACE	6/14/2019		6/15/2019	6/16/2019	CONCESSION REQUIRED
STREET RODS	6/20/2018		6/21/2018	6/24/2018	
CO SUPER CIRCUIT	6/27/2019		6/28/2019	6/30/2019	???? NOT SURE IF EVENT IS BOOKING
JULY EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
ZAMORA TEAM ROPING	7/6/2019		7/6/2019	7/7/2019	CONCESSION REQUIRED
OPEN WEEKEND	7/11/2019		7/12/2019	7/14/2019	WEEKEND IS OPEN FOR BOOKING
PUEBLO COUNTY FAIR	7/19/2019		7/19/2019	7/21/2019	NO CONCESSION NEEDED
OPEN WEEKEND	7/25/2019		7/26/2019	7/28/2019	WEEKEND IS OPEN FOR BOOKING
AUGUST EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
CO STATE FAIR	8/21-22/2019		8/22/2019	9/2/2019	CONCESSION REQUIRED
SEPTEMBER EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
ROPE THE ROCKIES US ROPING	9/13/2019		9/14/2019	9/15/2019	EVENT TBD
OPEN WEEKEND			9/21/2018	9/23/2018	WEEKEND IS OPEN FOR BOOKING
OPEN WEEKEND			9/27/2019	9/29/2019	WEEKEND IS OPEN FOR BOOKING
OCTOBER EVENTS		MOVE IN	START DATE	END DATE	COMMENTS
OPEN WEEKEND			10/4/2019	10/6/2019	WEEKEND IS OPEN FOR BOOKING
OPEN WEEKEND			10/11/2019	10/13/2019	WEEKEND IS OPEN FOR BOOKING
OPEN WEEKEND			10/18/2019	10/20/2019	WEEKEND IS OPEN FOR BOOKING
CLOSED FOR THE SEASON					